



In this Issue . . .

Seasons Greetings
PTAWeb Procedure Change
Sarah Retires!
Check Mailing Address
SECC Thank You
PTAWeb Notes
Drive Safely
Slips, Trips & Falls
Personal Holiday &
Saturday/Legal Holiday
Social Security Update
Electronic Deposit of Paycheck

For further information visit:

www.dma.wi.gov

www.oser.wi.gov

www.etf.wi.gov

The SHR Quarterly



SEASON'S GREETINGS

FROM THE DIRECTOR: 2008 has been another busy and productive year for WING-SHR. I hope that you find the SHR Quarterly useful in keeping you apprised of major issues and initiatives that affect you, DMA's state employees. I welcome your suggestions and questions for future issues.

As another year comes to a close, I extend best wishes to you and your families this holiday season! On behalf of the entire staff of WING-SHR, we all look forward to working with you in 2009!

Lynn E. Boody

State Human Resources Director

PTAWEB PROCEDURE CHANGE

Please contact the DMA State Help Desk at 608-242-3800 or DSN 724-3800, for password changes when you are locked out of PTAWeb. PTAWeb Logon ID's and passwords for new state employees will be initiated by the Help Desk, with instructions for using PTAWeb coming from this office via e-mail.

SARAH RETIRES!

Sarah Mautz, Program Assistant for WING-SHR, has retired! Sarah gave over 30 years of dedicated service to DMA and many of us knew her well. We will all miss her and we wish her the very best in retirement. Cathy Johnson and Katie Esser will be taking over the majority of Sarah's work for the coming weeks. You may direct inquiries that you would have previously directed to Sarah to DMA.Payroll@wisconsin.gov, or call Cathy or Katie.

PLEASE CHECK YOUR MAILING ADDRESS!

Because electronic deposit has become so popular, many employees don't always look for their advice statement in the mail. Whether you take advantage of electronic deposit or not, do you ever look at the address printed on your check stub? Your address is used for a number of very important items such as your health insurance, ETF retirement benefits, and the W-2 mailing in January.

If you notice that the address on your check/advice stub still shows where you previously lived, or is incorrect, please notify DMA Payroll for the appropriate paperwork so that your mail follows you!

THANK YOU!

Thank you to all who so generously participated in the annual Partners In Giving, the State Employees Combined Campaign. Without people like you, this campaign could not have remained in existence for over 30 years. No contribution is too small, dollar-wise, consider the snowflake or the grain of sand...not much by itself, but when many gather together -- wow! Remember, Give a little, Change a lot! ***On behalf of all of those who benefit from your acts of kindness, a heartfelt thank you!*** Julie White, DMA SECC Chair



Here's to the bright New Year
And a fond farewell to the old;
Here's to the things that are yet to come
And to the memories that we hold.

PTAWeb Notes . . . For those employees earning overtime, supervisors must remember to indicate in the "Employee Profile" under the "Employee Menu" how overtime is to be compensated -- either in cash or comp. This setting can be changed as often as each pay period, however, only supervisors have the authority to change the profile.

DRIVE SAFELY IN WINTER WEATHER

Traffic crashes are the number one cause of on-the-job deaths, and with winter weather already here, everyone is urged to stay safe when driving in winter conditions. Here are a few tips on how to stay safe when operating vehicles in bad weather:

- Wear your seatbelt! Passengers too!
- Be careful when driving on bridges and overpasses. Elevated roadways are the first roadways to freeze in winter conditions such as snow, sleet or ice.
- Reduce speed and increase following distances between vehicles. A vehicle needs three times more space to stop on slick or icy roads.
- Do not drink and drive. In 2005, 44 percent of the 398 fatal crashes that occurred on Christmas were alcohol related and 50 percent of the 471 fatal crashes that occurred on New Year's Day were attributed to alcohol.
- Stay in your vehicle if stranded or stalled and wait for help. Carry a cell phone or two-way radio, with a charged battery, in order to call for help and notify authorities of your location.
- Do not travel if temperatures are extreme (between 20 and

34 degrees below zero). If absolutely necessary, consider equipping your vehicle with a winter storm kit (i.e. blankets, flashlight, cell phone with charger, shovel, first-aid kit, non-perishable food, extra clothes, and water).

- Make sure vehicles are winterized – check the battery, antifreeze, wipers and windshields washer fluid, ignition system, thermostat, lights, flashing hazard lights, exhaust system, heater, brakes, defroster, tire tread and oil level. Carry a windshield scraper for ice and snow removal.
- Check weather conditions before traveling – according to the National Weather Service, a winter storm **watch** alerts the public of the possibility of a blizzard, heavy snow, freezing rain or heavy sleet; a winter storm **warning** is issued when a combination of heavy snow, heavy freezing rain or heavy sleet is expected; and a winter weather advisory is issued when accumulations of snow, freezing rain, freezing drizzle and sleet may cause significant inconvenience and moderately dangerous conditions.

Slips, Trips and Falls

Last year state employees experienced 1,332 falls and 793 injuries related to slipping, tripping and falling. Most employee slips and falls were on snow and ice covered sidewalks and pavement or, on wet or icy flooring in buildings; usually near entrances or in stairways. Injuries can be severe and typically include concussions, broken arms, legs and hips and serious back injuries. These injuries often cause significant and sometimes long lasting pain for state employees.

In an attempt to reduce the number of injuries from falls, DOA produced this seven minute webcast on the dangers of wet, icy, snowy and slippery walking surfaces. Please take a few minutes to check it out - AND be cautious out there this winter. Don't let harsh conditions cause you injury or ruin your winter. Remember, "On Ice and Snow, Take it Slow".

Link: <http://media1.wi.gov/DOA/Viewer/?peid=658889d9-49a4-49cc-9bc1-9aaf84372620>

Remember to use your Personal Holiday and Saturday/Legal Holiday hours (as applicable) by December 31, 2008 so you don't lose them!

This includes employees on



SOCIAL SECURITY UPDATE

The Social Security Administration has released a new wage base for 2008. The social security wage base will increase from \$97,500 to \$102,000. The Medicare wage base has no limit. The employee and employer tax rates on wages will remain the same – 6.2% for social security and 1.45% for Medicare. The social security tax rate of 6.2% will be applied to the first \$102,000 of an employee's wage. The Medicare tax rate of 1.45% will be applied to the total employee's wage.

ELECTRONIC DEPOSIT

As of December 1, a total of 407 DMA state employees (both permanent and LTE) were enjoying the convenience of having their checks electronically deposited into their respective financial institutions. This amounts to an incredible 85% of all eligible employees (permanent and LTE)! You will still receive an advice statement each pay period that lists all of your biweekly deductions and leave balances. With electronic deposit, you won't have to worry about making that extra trip to the bank on paydays because your check will already be in your account!

If you would like more information on this feature, please contact DMA Payroll. Remember, it only takes two to three pay periods before you, too, can sit back and stop worrying about the weather, mail delivery, and other misfortunes that can delay your check from reaching your account!